



COMMONWEALTH OF KENTUCKY JOB CLASS SPECIFICATION

HUMAN SERVICES SURVEYOR ASSOCIATE

Job Number: 21000101

Job Code: 62810V111116

Job Group: 6200 - HUMAN SERVICES

Job Established: 11/16/2011

Job Revised:

Grade: 12 Salary (MIN - MID):

\$14,938-\$19,789 - Hourly

\$2,427.44-\$3,215.72 - 37.5 Hr. Monthly Salary

\$2,589.26-\$3,430.10 - 40 Hr. Monthly Salary

Special Entrance Rate:

NONE

NONE

NONE

PROBATIONARY PERIOD:

This job has an initial and promotional probationary period of 6 months. For additional information refer to: <http://www.lrc.ky.gov/kar/101/001/325.htm>.

CHARACTERISTICS OF THE JOB: *Characteristics of a job are general statements indicating the level of responsibility and discretion of positions in that job classification. These are not intended to be an exhaustive list.*

Performs beginning level duties in providing for the inspection of health care facilities and enforcement of laws and regulations for licensure (state) only levels of care; and performs other duties as required.

MINIMUM REQUIREMENTS:

EDUCATION:

Graduate of a college of university with a bachelor's degree.

EXPERIENCE:

None

Substitute EDUCATION for EXPERIENCE:

None

Substitute EXPERIENCE for EDUCATION:

Additional experience in the health or human services field will substitute for the required college on a year for year basis.

SPECIAL REQUIREMENTS (AGE, LICENSURE, REGULATION, ETC.):

None

EXAMPLES OF DUTIES OR RESPONSIBILITIES OF THE JOB CLASSIFICATION: *Examples of duties or responsibilities are not to be construed as describing what the duties or responsibilities of any position shall be and are not to be construed as limiting the appointing authority's ability to assign, or otherwise alter the duties and responsibilities of a position. This is not intended to be an exhaustive list.*

Assists a team in performing inspections and investigative work related to health care providers to insure compliance with state and federal laws. Explains rules, regulations and policies and renders assistance to health care facilities to insure compliance of licensed facilities with appropriate standards. Evaluates corrective measures taken in instances where there is failure to comply with prescribed rules, regulations and policies. Assists in the development and dissemination of program information and explanatory material. Prepares reports concerning instructions, analysis of situation and recommendations for correction. These duties are specific to licensure levels of care. Participates in seminars as well as special training programs designed for other skills.

UNIQUE PHYSICAL REQUIREMENTS:

TYPICAL WORKING CONDITIONS: *Incumbents in the job will typically perform their job duties under these conditions.*

Work is typically performed in an office setting. Investigates complaints relative to health care facilities. Some travel is typically required.

ADDITIONAL REQUIREMENTS:

Upon appointment, employees in this class may be required to maintain a valid driver's license and required to drive a licensed vehicle. This status may be necessary for the length of time in this class. If this is necessary it will be listed in the specific position description for that position. Applicants and employees in this job title may be required to submit to a drug screening test and background check. Applicants and employees in positions which perform job duties that may require contact with offenders in the custody or supervision of the Department of Corrections or with youth in the care, custody, or supervision of the Department of Juvenile Justice must meet qualifications pursuant to the federal Prison Rape Elimination Act, 28 C.F.R.115.17 and 115.317.

THE COMMONWEALTH OF KENTUCKY DOES NOT DISCRIMINATE ON THE BASIS OF RACE, COLOR, RELIGION, SEX, NATIONAL ORIGIN, SEXUAL ORIENTATION OR GENDER IDENTITY, ANCESTRY, AGE, DISABILITY, POLITICAL AFFILIATION, GENETIC INFORMATION OR VETERAN STATUS IN ACCORDANCE WITH STATE AND FEDERAL LAWS.